

Job Readiness, Life Skills and Job Skills Directly Related to Employment Guidance

- 1. Job Readiness Training (reported as Job Search / Job Readiness Assistance)** - is training a participant receives to prepare them to seek or obtain employment, and to keep their jobs once they are hired.

Training/instruction could be:

- Preparing a resume or job application
- Preparing a cover and thank you letters
- Work focused career exploration
- Training in interviewing skills
- Training in effective job seeking
- Instruction in work place expectations
 - Behavior on the job
 - Getting along with co-workers/boss
 - Being Reliable and on time
 - Filling out paper work (for example, time sheets)
 - Appropriate attire

Core Activity (until JS/JRA limit is reached, then reported as Other Allowable Activity)

WF1 Activity: Job Search

- 2. Life Skills Training (reported as Job Search / Job Readiness Assistance)** - is training/instruction about a variety of Life Skills subjects that are not directly related to looking for a job. Some of the Life Skills subjects indirectly support an individual who is looking for work, and others help strengthen families by improving their organizational, decision making and other skills. Training/instruction could be:

- Balancing Life and Work
- Child Care Management
- Transportation Management
- Household Management
- Budget Management
- Decision Making Skills
- Interpersonal Skills
- Time Management
- Family Strengthening Skills

Core Activity (until JS/JRA limit is reached, then reported as Other Allowable Activity)

WF1 Activity: Job Search

3. Job Skills Training Directly Related to Employment (JSTDRE) - is training or education about the specific job skills that are required by an employer to provide an individual with the job skills needed to perform the duties of a specific job. Examples of JSTDRE could be:

- Office Skills Training
- Basic Computer Skills Training
- Customer Service Training
- Drivers Education
- Safety/First Aid Training
- Microenterprise and other Small Business Owner's Educational Programs and Workshops
- Business Machine Operations Training
- Fork Lift Operator Training
- Food Preparation Training
- Landscaping Training

Non-Core Activity (not limited)

WF1 Activity: Job Skills Training Directly Related to Employment (JSTDRE)

4. Examples of activities that DO NOT meet the definition of Job Search/Job Readiness Assistance – The feds do not allow time spent on the following activities¹ to be counted as Job Search/Job Readiness Assistance:

- a. Time spent in or arranging for transportation
- b. Time spent arranging for child care
- c. Removal of tattoos
- d. Payment of Tickets/Fines
- e. Expungement of criminal records
- f. Driver education
- g. GED classes
- h. Applying for government benefits
- i. Other similar activities that do not have a direct connection to finding or preparing for employment.

¹ The activities listed above came from other states' TANF Work Verification Plans that were not approved.